DOCUMENT RESUME

ED 317 319 PS 018 723

TITLE	Food Sanitation and Safety Self-assessment Instrument for Family Day-Care Homes.
REPORT NO	ISBN-0-8011-0850-0
PUB DATE	90
NOTE	32p.; For a related document, see PS 018 724.
AVAILABLE FROM	California State Department of Education, P.O. Box 271, Sacramento, CA 95802-0271 ($3.75, plus sales tax for California purchasers).
PUB TYPE	Tests/Evaluation Instruments (160)
EDRS PRICE	MF01 Plus Postage. PC Not Available from EDRS.
DESCRIPTORS	*Check Lists; *Child Caregivers; Early Childhood Education; *Family Day Care; *Food; Guidelines; *Hygiene; Program Evaluation; Safety; *Sanitation

ABSTRACT

This self-assessment instrument for family day care providers is designed to help caregivers provide safe food to children. The eight sections of the instrument, presented in checklist format, concern: (1) personal hygiene; (2) purchasing and inspecting of food; (3) food storage; (4) kitchen equipment; (5) food preparation; (6) infant food preparation; (7) serving of food; and (8) facilities. Sanitation is considered to be the constant maintenance of hygienic conditions. The provider can be assured that food is safe up to the time it is served by implementing a sanitation and safety self-assessment program on a regular basis. (RH)

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Food Sanitation and Safety Self-assessment Instrument for Family Day-Care Homes

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Sacramento, 1990

Food Sanitation and Safety Self-assessment Instrument for Family Day-Care Homes

Prepared by

Nutrition and Food Service Education Section
Child Nutrition and Food Distribution Division

Publishing Information

This document was developed by the Nutrition and Food Service Education Section, Child Nutrition and Food Distribution Division, Department of Education. The document was published by the Department, 721 Capitol Mall, Sacramento, California (mailing address: P.O. Box 944272, Sacramento, CA 94244-2720); printed by the Office of State Printing; and distributed under the provisions of the Library Distribution Act and *Government Code* Section 11096.

The document was funded in part with funds from the Department of Education's Nutrition and Food Service Education Section, Child Nutrition and Food Distribution Division; and the U.S. Department of Education. The opinions expressed herein do not, however, necessarily reflect the position or policy of the U.S. Department of Education or of the California State Department of Education, and no official endorsement by the U.S. Department of Education or the California State Department of Education should be inferred.

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ISBN 0-8011-0850-0

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Preface

A prerequisite to high-quality meals in child nutrition programs is the practice of proper sanitation procedures. Sanitation is the constant maintenance of hygienic conditions. Family day-care homes must provide wholesome food that is handled in a hygienic manner by healthy staff so that the food does not become contaminated. Once food arrives at a home, it must be inspected, stored, prepared, and served using procedures that maintain its safety. By implementing a sanitation and safety self-assessment program on a regular basis, an agency can be assured that food is safe right up to the time it is served. The practice of proper sanitation procedures is an important concern to the patrons of child nutrition programs, and it helps to keep a good program image.

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Acknowledgments

Appreciation is expressed to the following individuals, who provided their expertise and shared their experiences to make this publication useful:

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Special thanks are extended to the members of the Child Care Food Program Roundtable and to the staff of the family day-care centers who gave generously of their time to field-test the document and to share their experiences and knowledge.

How to Use Your Food Sanitation and Safety Self-assessment Instrument

The "Food Sanitation and Safety Self-assessment Instrument" has been prepared to assist you in meeting the challenge of providing safe food to children. The instrument is divided into the eight sections listed below. Each section is planned to help you evaluate an area of your program.

- Personal Hygiene
- Purchasing and Inspecting Food
- Food Storage
- Kitchen Equipment
- Food Preparation
- Infant Food Preparation
- Serving Food
- Facilities

How to Conduct an Inspection

Concentrate on one area of your program at a time. Select an area and time to carry out an inspection. Deciding when to conduct an inspection can be crucial. For example, observation of food preparation procedures should be scheduled during busy periods in order to determine whether sanitation standards are being adequately maintained.

Before starting an inspection of an area, become familiar with what you will be asked to observe, and read all the self-assessment questions carefully.

During the inspection, respond to each question by checking Yes or No. Questions that have responses checked Yes indicate that sanitation standards are being met. Questions that have responses checked No indicate an area in your program that needs change.

When you find conditions that do not measure up to sanitation standards, take corrective action immediately. Do not delay in providing safe and wholesome food to children. In the column "Corrective action taken," clearly state specific actions that have been taken to correct a problem. These actions may be as simple as replacing a cutting board. Always enter the date when the correction was made.

Who Should Conduct Inspections?

Assessing your program should be a regular function of your operation. Inspections should be conducted as often as necessary to make sure that tasks are being performed properly and that sanitation problems are being corrected. Inspections should be conducted by a family day-care provider or a sponsor.

If you are a sponsor who conducts an inspection of a home, always discuss the results of your inspection with the provider. Alert the provider to any problems and try to obtain suggestions for improvement. The provider should keep a copy of his or her "Food Sanitation and Safety Self-assessment Instrument" on file to indicate to regulatory agencies that sanitation and safety are high priorities at your family day-care home.

Section 1

Personal Hygiene

In child nutrition programs, staff members must practice high standards of grooming and personal cleanliness to prevent food contamination.

Inspection started _____

Signature *Date*

Inspection completed _____

Signature *Date*

Items	*Yes*	*No*	*Corrective action taken*	*Date*
1.1 Are you well groomed, and do you demonstrate personal cleanliness by: • Wearing clean and comfortable clothing • Being free of body odors • Avoiding excessive makeup, perfume, jewelry, and fancy handkerchiefs • Keeping fingernails clean, well-trimmed, and free of nail polish • Wearing hair nets, bands, scarfs, or caps to prevent hair from dropping into food • Changing aprons as they become soiled				
1.2 Do you wash your hands at the beginning of work and as frequently as needed throughout the day?				
1.3 Do you thoroughly wash your hands after: • Touching parts of your body, such as your ears, mouth, nose, or hair • Coughing, sneezing, or blowing your nose • Using a handkerchief or tissue • Wiping perspiration from your face • Smoking a cigarette • Using a restroom facility • Handling or touching unclean equipment and work surfaces, soiled clothing, or wash rags • Handling raw food, especially meat, fish, and poultry • Handling dirty dishes before handling clean ones • Handling garbage • Diapering and toileting a child • Handling body secretions (mucus or vomitus) • Giving medication • Eating food and before feeding a child				

Items	*Yes*	*No*	*Corrective action taken*	*Date*
• Playing outside • Touching animals				
1.4 Do you follow proper hand-washing procedures? • Moisten your hands and lather with liquid soap. • Rub your hands together for about 20 seconds. • Rinse. • Dry your hands with paper towels.				
1.5 When using the kitchen sink during meal preparation, do you wash your hands first in a sink other than the kitchen sink?				
1.6 Do you antiseptically bandage cuts on your hand and also cover the bandage with a waterproof protector, such as a plastic glove?				
1.7 Are you generally in good health; that is, free from respiratory illnesses, such as colds and flu, and other communicable illnesses?				
1.8 Do you smoke in designated areas of your home away from where food is stored, prepared, and served?				

Section 2

Purchasing and Inspecting Food

Obtaining safe food supplies is an important part of food service sanitation. Child nutrition personnel rely on assurances from suppliers that food entering their facilities is safe; however, it is still the responsibility of the provider to check the quality and sanitation of foods that are bought from suppliers and used in programs.

Inspection started _____
Signature *Date*

Inspection completed _____
Signature *Date*

Items	*Yes*	*No*	*Corrective action taken*	*Date*
2.1 Are foods purchased from approved sources such as supermarkets and grocery stores?				
2.2 Do you refrain from purchasing and using home-canned foods?				
2.3 Are you aware of the various inspection stamps for food quality and wholesomeness that are used by federal, state, and local government inspection programs?				
2.4 Are you able to judge the quality of food, detect damage, and spot insect infestations in food?				
2.5 Do you check and select foods (fruits, vegetables, dairy products, cereals and grain products, meat, fish, and poultry) that exhibit high quality?				
2.6 Do you check foods to make sure they have not passed their expiration dates?				
2.7 Are food-transporting vehicles clean and free from dirt and debris?				
2.8 Are groceries bagged and placed in the transporting vehicle in a manner to prevent food contamination?				
2.9 After foods are purchased, are they taken directly home after shopping and stored appropriately?				
2.10 Is perishable food refrigerated promptly?				

Section 3

Food Storage

Proper food storage preserves food quality and helps keep food sanitary and safe. Poor storage practices can result in spoilage and contamination of food.

Inspection started _____
Signature *Date*

Inspection completed _____
Signature *Date*

Items	*Yes*	*No*	*Corrective action taken*	*Date*
3.1 Is there adequate space for food storage?				
3.2 Are foods stored only in areas designed for food storage?				
3.3 Are all storage areas kept clean and free of rodents and insects?				
3.4 Are food supplies dated and stored in a manner to ensure first-in, first-out use?				
3.5 When food is removed from a container or its original packaging, is it labeled, dated, and stored in a clean, covered container?				
3.6 Refrigerator storage • Is there sufficient refrigerator storage to accommodate purchases? • Is the refrigerator furnished with an accurate thermometer? • Is the refrigerator maintaining foods at temperatures of 45° F (7.2° C) or lower, and is the temperature checked regularly? • Is the refrigerator clean and free of mold and odors? • Is the shelving free of linings that prevent proper circulation? • Is the food (raw or cooked) covered to prevent contamination? • Is food placed properly to allow good air circulation around the food? • Are spoiled foods removed promptly? • Are raw foods such as meat, poultry, and fish stored below cooked foods in order to prevent cross-contamination? • Is ice that is used for cooling foods discarded and not used for human consumption? • Is the refrigerator cleaned and maintained regularly? • Are medicines properly labeled, covered, and stored in a separate area of the refrigerator?				

Items	*Yes*	*No*	*Corrective action taken*	*Date*
3.7 Freezer storage • Is the freezer equipped with an accurate thermometer? • Is the freezer maintaining a temperature of 0° F (–17.7° C) or lower, and is the temperature checked regularly? • Is the food stored so as to encourage air circulation? • Are foods wrapped properly to prevent freezer burn and contamination? • Is the freezer cleaned and maintained adequately?				
3.8 Dry storage • Is food stored off the floor on shelves, in cupboards, or in pantries? • Is the area dry? • Is the area clean and free of dust and debris? • Are empty cartons and trash removed promptly? • Is the area free of insects and rodents? • Is food stored away from pipes or ducts, such as those under sinks? • Are items that are often used stored on lower shelves? • Are heavy packages stored on lower shelves? • Are bulk foods that are no longer in original packaging stored in covered containers and labeled? • Are all toxic materials (pesticides, cleaning agents, and paints, for example) and other materials labeled and stored in areas separate from food? • Are all toxic materials stored in their original packaging and never placed or stored in food containers? • Is food for animals stored in a separate location away from food for human consumption?				

Section 4

Kitchen Equipment

Faulty equipment, faulty use, and poor maintenance of equipment are major threats to providing safe food.

Inspection started _____
Signature *Date*

Inspection completed _____
Signature *Date*

Items	Yes	No	Corrective action taken	Date
4.1 Is the equipment in good working condition?				
4.2 Is the equipment kept in proper repair, and is it replaced when necessary to prevent contamination?				
4.3 Do you follow proper procedures for operating the equipment?				
4.4 Is the equipment easy to take apart and clean?				
4.5 Is there a written schedule for cleaning kitchen equipment?				
4.6 Do you follow acceptable cleaning and sanitizing procedures? • Washing dishes and cooking utensils by hand includes immersing items in a properly measured chemical sanitizer solution (1 ounce [30 millilitres] of bleach to 3 gallons [11.4 litres] of water) for 30 seconds or 1 minute, depending on the kind of chemical used. (Always follow the manufacturer's instructions.) • Dishwashers are allowed to run through the complete wash, dry, and heat cycles.				
4.7 Is equipment stored properly to prevent contamination? • Are clean and sanitized utensils stored off the floor and in a clean, dry area that protects them from contamination? • Are glasses inverted? • Are shelves and drawers clean and free of food and other debris?				
4.8 Are food contact surfaces of counters, utensils, and equipment made of nonabsorbent and nontoxic materials; and are they corrosion resistant, smooth, and free of seams, cracks, chips, pits, crevices, and bolt and rivet heads?				

Items	*Yes*	*No*	*Corrective action taken*	*Date*
4.9 Are all cutting, dicing, opening, mixing, or pureeing devices taken apart, cleaned, and sanitized after each use?				
4.10 Are can openers kept in sharp condition to prevent metal shavings from contaminating food?				
4.11 Are cutting boards made of hard plastic, rubber, or hard wood such as maple?				
4.12 Are cutting boards in good condition; that is, free of seams, cracks, cuts, or holes?				
4.13 Are cutting boards cleaned and sanitized after each use, particularly between uses with raw and cooked products?				
4.14 Are cooking surfaces of equipment, such as stoves, ovens, toasters, grills, microwave ovens, and hot plates, free of grease buildup, food debris, and odor?				
4.15 If utensils are cleaned with steel wool, are they thoroughly rinsed to prevent contamination?				

Section 5

Food Preparation

During food preparation, food must be protected from contamination.

Inspection started _____

Signature *Date*

Inspection completed _____

Signature *Date*

Items	Yes	No	Corrective action taken	Date
5.1 During preparation, is food kept at temperatures that are outside the danger zone (45° F to 140° F; 7.2° C to 60° C)?				
5.2 Are frozen foods properly thawed in the microwave, under refrigeration, or under cold running water, or are they cooked directly from the frozen state?				
5.3 Are thawed meats, poultry, and fish which reach room temperature not refrozen?				
5.4 Are all food items cooked to proper internal temperatures? • Poultry—165° F (73.8° C) • Pork—170° F (76.6° C)				
5.5 Is a thermometer used to check the temperature of a product after it is cooked or chilled, and is the thermometer sanitized after each use?				
5.6 Are all hot foods kept and served at a temperature of 140° F (60° C) or above?				
5.7 If hot items are to be stored, are they cooled rapidly to an internal temperature of 45° F (7.2° C) or below?				
5.8 Are shallow pans used to cool and refrigerate hot foods?				
5.9 Are leftovers being reheated quickly to 165° F (57.2° C) and served immediately?				
5.10 Are fresh fruits and vegetables thoroughly rinsed before preparation and service?				
5.11 Is food handled minimally during preparation?				
5.12 Is the tasting of food during preparation done in a sanitary manner? • Sample is taken from pot with first spoon.				

Items	*Yes*	*No*	*Corrective action taken*	*Date*
• Sample is then transferred to second spoon. • Preparer moves to one side of pot and tastes. • Second spoon is not returned to pot.				
5.13 Are salads covered and refrigerated immediately after preparation?				
5.14 Are sandwiches with protein fillings, such as eggs, meat, fish, and poultry, placed immediately under refrigeration after preparation?				
5.15 Are foods (salads, sandwiches, and so on) that have been prepared ahead of service covered tightly and stored in the refrigerator?				
5.16 Is the use of all home-canned foods prohibited in food preparation?				
5.17 Is the use of home-prepared, vacuum-packed foods prohibited?				
5.18 Are food wastes removed promptly from preparation areas?				
5.19 Is the use of insect sprays avoided while food is being prepared?				
5.20 Do you choose safe take-along foods, such as peanut butter or hard cheese sandwiches, when planning your picnic or field trip menus?				
5.21 Do you use sanitary practices as stated in this booklet when preparing foods for field trips?				
5.22 Are all foods tightly covered and wrapped in order to prevent contamination while in transport to a field trip site?				
5.23 In preparation for a field trip, do you transport foods that need to be chilled in a well-insulated ice chest that is packed with ice or contains a freeze-pack insert?				
5.24 Is safe water used in food preparation at picnic or field trip sites?				

Section 6

Infant Food Preparation

Strict sanitary procedures must be followed at all times in order to protect the health of infants. Because the potential for food contamination is high, sanitary procedures must be given special attention during storage, preparation, and service times.

Inspection started _____
Signature *Date*

Inspection completed _____
Signature *Date*

Items	*Yes*	*No*	*Corrective action taken*	*Date*
6.1 Do you follow proper sanitizing procedures for infant bottles by implementing one of the following methods? • Boil the bottles for five minutes and then air dry. • Soak the bottles for one minute in sanitizing solution and air dry. • Send utensils through the complete cycles of the dishwasher. • Use electric bottle sanitizers.				
6.2 Is equipment (infant bottles, nipples, collars, disc seals, nipple covers, can openers, long-handled spoons, tongs, egg beaters, jars, and so on) that is needed for preparing formula sanitized before use?				
6.3 Is safe water used in preparation of infant formula?				
6.4 Do you check the expiration date located on the tops or bottoms of products before using them?				
6.5 Are the tops of formula cans washed before formula is used?				
6.6 Are bottles labeled with a child's name and dated after formula has been prepared?				
6.7 Is the formula tightly covered and kept under refrigeration after it has been prepared?				
6.8 Is formula that is made from powdered formula used within 24 hours?				
6.9 Is formula that is prepared from ready-to-use or concentrated liquid formula used within 48 hours?				
6.10 Are opened cans of ready-to-use or concentrated liquid formula used within 48 hours?				

Items	*Yes*	*No*	*Corrective action taken*	*Date*
6.11 Is partially consumed milk in bottles discarded?				
6.12 Are all bottles, dishes, and other utensils brought in by parents labeled with the children's names?				
6.13 Are all containers of food that are brought in by parents labeled with the children's names and the preparation dates?				
6.14 Is baby food removed from jars and served in dishes for infants?				
6.15 Is the remaining food in baby food jars dated and stored in the refrigerator?				
6.16 Is baby food discarded if not eaten within 72 hours of the date it was opened?				
6.17 If the food is warmed, is it warmed just before serving and not kept in the danger zone (45° F to 140° F; 7.2° C to 60° C)?				
6.18 Are uneaten portions of food on a plate discarded?				
6.19 Are all pieces of equipment used to puree foods sanitized before use?				
6.20 Are all countertops disinfected or sanitized before use?				

Section 7

Serving Food

Unsanitary practices in the serving of food can result in the contamination of food. At serving time, you must continue to protect food and observe sanitary practices that will reduce the risk of contamination.

Inspection started _____
Signature *Date*

Inspection completed _____
Signature *Date*

Items	Yes	No	Corrective action taken	Date
7.1 Do children wash their hands before and after eating?				
7.2 Are floors, tables, and chairs clean and dry?				
7.3 Are tables and trays for high chairs sanitized before and after children eat?				
7.4 Are books, toys, and other materials absent from the table when children eat?				
7.5 Are silverware and serving utensils placed on the tables in a manner that prevents contamination and ensures their being picked up by handles?				
7.6 Are utensils instead of hands used to serve food?				
7.7 Are there replacements for eating and serving utensils if children drop them or if they put the serving utensils in their mouths?				
7.8 To clean up spills, are cloths, sponges, or paper towels located near tables where children eat their meals?				
7.9 Are the cloths or sponges used for wiping food spills on tables used for no other purpose?				
7.10 Are sanitary cloths or sponges used to wipe spills on tables?				
7.11 Are eating and serving utensils removed from the table promptly after children finish eating?				
7.12 In the serving area, are trash cans lined and covered with tight-fitting lids?				
7.13 Is the use of insect sprays avoided where food and tableware are exposed and where children are present?				
7.14 On field trips, while children are at play, is the food properly stored and not kept out for a long time on serving or picnic tables?				

Section 8

Facilities

Clean and well-maintained facilities promote a safe environment for food storage, preparation, and service.

Inspection started _____

Signature *Date*

Inspection completed _____

Signature *Date*

Items	*Yes*	*No*	*Corrective action taken*	*Date*
8.1 Are hot and cold water available?				
8.2 Kitchen and dining areas • Are the kitchen and dining areas clean and free of dirt, dust, or debris? • Are the kitchen and dining areas free of rodents and insects? • Is the kitchen floor material nonabsorbent, and can it be cleaned easily? • Is the kitchen floor in good condition and free of cracks and chips? • Are the kitchen floor mats cleaned each day? • Are spills removed from the floors promptly? • Are the floors and/or carpets cleaned each day? • Are the kitchen and dining areas well lit? • Are insect strips used away from the food preparation and dining areas?				
8.3 Garbage • Is the area for garbage located away from food preparation and storage areas? • Are garbage containers leakproof, vermin proof, and nonabsorbent? • Are the garbage containers covered with tight-fitting lids? • Are the insides and outsides of garbage containers kept clean? • Are spilled food particles around the area for garbage cleaned up promptly? • Is the area for garbage clean and free of odor? • Is the garbage removed daily and not allowed to accumulate? • Are cardboard boxes and crates disposed of?				

Items	*Yes*	*No*	*Corrective action taken*	*Date*
8.4 Diapering areas • I: the diapering area away from the food preparation area? • Is the area cleaned and sanitized daily? • Are soiled diapers discarded promptly?				
8.5 Restroom areas • Is restroom equipment in good repair? • Are restrooms cleaned daily so that they are dry and free of odor? • Are there sufficient supplies of liquid soap and paper towels or tissues? • Are waste bins kept clean and emptied frequently? • Are liners used in waste bins for easy removal of trash? • Can children easily reach and use restroom sinks and lavatories? • Are young children monitored when using the restroom? • Is the area well lit?				
8.6 Are walls, windows, doors, and light fixtures free of dirt and grease, particularly in the kitchen and serving areas?				
8.7 In food preparation and service areas, are light bulbs covered to prevent accidental breakage?				
8.8 Generally, is your home kept clean?				
8.9 Are live animals (such as birds and guinea pigs) kept away from the kitchen and serving areas?				

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